

City of Tupelo  
Job Description

JOB TITLE: Administrative Assistant II

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Exempt (Y/N): No

Location: Administrative Office

Supervisor: Office Manager

Salary Level/Range:

Shift: 8 hour shifts with evening/weekends  
and some Holidays

Department: Parks and Recreation

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**SUMMARY:** Assists the Office Manager in coordinating and managing all operations of the Administrative Office of the Department of Parks and Recreation. Performs a variety of administrative and technical tasks in support of the department and/or divisions within the department. Provides general clerical and administrative duties including reception and telephone support; filing, scheduling, general office work, and data entry; prepares correspondence and reports and receipts for funds as directed; receives and settles complaints from citizens; processes records and maintains inventory and fixed asset reports; maintains personnel, payroll, purchasing and budget accounts for the Department/Division and handles all rentals.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Assist Office Manager in day-to-day operations of the Department: to include budget and accounting responsibilities.

Handles registration of participants and assists in the Department activities, including sports, programming, special events, and other opportunities.

Receipts and collects all rental revenue money.

Types and provides some correspondence, forms, replies, reports and documentation as required for communication.

Handles large phone system for information and questions.

Assists with Department Fixed Asset inventory tracking.

Enters and tracks all youth sports participants into computer programs for staff and youth associations.

Greets customers while providing information of the opportunities available.

Takes minutes at designated meetings.

Orders and maintains office supplies for the Department.

Assist with Office filing.

Assist Department employees in different computer software including Microsoft Office, sports software, and scheduling software. Maintains the Department website.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations which does not create undue hardship will be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:** A high school degree and two years experience in administrative/secretarial/office duties may be accepted at the discretion of the Department Head. Related education and related experience may be substituted on an equal basis.

**Computer Skills:** Must thoroughly understand and be able to use advanced computer program skills to include the Microsoft Office Suite, word processing, spread sheets, presentation, and inventory control programs.

**Language Skills:** Ability to understand, give, and follow oral and written instructions; read, analyze, and interpret correspondence, reports, and other general and specialized data; respond to citizen queries; research and prepare reports and correspondence; communicate effectively with peers, supervisors, and citizens in person, by phone, and in writing; take and transcribe minutes; must be able to draft correspondence using appropriate business writing style.

**Mathematical Skills:** Ability to perform mathematical calculations including percentage; fractions, discounts, interest, and commissions. Understand and apply basic accounting principles and practices.

**Reasoning Ability:** Apply principles of logical thinking to define and solve problems or refer problems to appropriate supervisor; exercise judgment and discretion with regard to city and department policies and procedures; work with limited supervision. Ability to maintain confidentiality of information accumulated in the course of employment.

**Office Skills:** Ability to operate modern office equipment including calculator, fax, copier, computer, typewriter and video projector.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations which does not create undue hardship will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee regularly is required to use hands to finger, handle, or feel objects and controls of office equipment. Employee must occasionally lift and/or move up to 30 pounds. Individual would need to maintain effective audio-visual discrimination and

perception needed for: making observations, reading, writing and communicating with others.

Performing the job duties would require a physical condition appropriate to the performance of assigned duties and responsibilities, which may include: walking, standing, or sitting for extended periods of time.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works around in an inside office environment. The employee will be required to be outdoors when commuting between City departments or during required errands for the City.